

# SOP Template: Machine Start-Up and Shut-Down Procedures

This SOP details **machine start-up and shut-down procedures**, including pre-operational checks, safety inspections, proper initialization steps, controlled start-up sequences, operational monitoring, safe shut-down practices, and post-operation maintenance. The goal is to ensure the safe and efficient handling of machinery to prevent accidents, equipment damage, and operational disruptions.

## 1. Scope

This procedure applies to all operators and maintenance personnel responsible for the operation and shut-down of machinery at [Facility/Location Name].

## 2. Responsibilities

- Operators: Perform all steps as outlined and immediately report deviations or abnormalities.
- Supervisors: Ensure training and compliance with the SOP.
- Maintenance Personnel: Perform maintenance and support troubleshooting as needed.

## 3. Pre-Operational Checks

1. Review the machine logbook for previous issues.
2. Inspect the machine and surrounding area for hazards or obstacles.
3. Check for proper guarding and safety devices in place.
4. Ensure all required personal protective equipment (PPE) is worn.
5. Verify power supply, fluid levels, and emergency stop function.

## 4. Safety Inspections

- Confirm all warning labels and signage are visible.
- Test alarms and emergency stops for proper operation.
- Check for leaks, structural damage, or worn parts.

## 5. Start-Up Procedures

1. Clear the area of unauthorized personnel.
2. Engage the main power supply and verify indicator lights.
3. Initiate machine controls following the manufacturer's recommended sequence.
4. Observe system parameters during initial start-up for abnormalities.
5. Allow the machine to reach normal operating temperature/pressure as required.
6. Begin production or operations only after confirming all systems are stable.

## 6. Operational Monitoring

- Monitor equipment readings and control panels regularly.
- Listen and look for unusual noises, vibrations, or warning signals.
- Record operational data as required by policy.
- Report or address any faults or deviations immediately.

## 7. Shut-Down Procedures

1. Cease production/process operations as per process requirements.
2. Follow the manufacturer's recommended shut-down sequence.
3. Allow machine components to cool as necessary.
4. Turn off main power supply and other sources of energy.
5. Engage locks or isolation devices if maintenance is required.

## 8. Post-Operation Maintenance

- Clean the machine and work area, removing debris or waste.
- Inspect equipment for wear, leaks, or damage, and report findings.
- Lubricate parts as recommended by the manufacturer.
- Complete required logbook entries and maintenance checklists.

## 9. Documentation

- Ensure all logbooks, maintenance records, and shift handover notes are updated and complete.
- Report any incidents, near-misses, or deviations using the proper forms.

## 10. References

- Machine Manufacturer's Operating Manual
- Facility Safety and Emergency Procedures
- Relevant Regulatory Standards

## 11. Revision History

Version	Date	Description	Author
1.0	[Date]	Initial Release	[Author Name]